

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	<h2 style="margin:0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Office of Information Technology	
	UNIT OR OFFICE ISD/Unified Network/ MARCS	

POSITION NUMBER 20006360	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Administrative Assistant 3	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006369 Administrative Assistant 4
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	Assists in program direction by relieving manager of a variety of difficult administrative duties: develops & implements policies & procedures for key areas of program relative to user access, training, towers, & system key usage; manages business functions within the Multi-Agency Radio Communications System (MARCS) Office (e.g., prepares purchase requests, budget documents, maintenance, & confidential documentation & presentations; develops & implements training programs, screens calls & schedules appointments); answers inquiries regarding policies & procedures; responds verbally & in writing on behalf of the Program Director (e.g., responds to programmatic issues/needs of staff, leads/monitors task forces); serves as liaison between manager & subordinates on programmatic related issues (e.g., staff concerns, system outages); transmits decisions & directives; represents manager at meetings & conferences; assumes responsibility & authority in manager's absence; monitors & maintains MARCS web site; designs, develops & implements forms for use by MARCS customers (e.g., new customer forms, billing detail forms, equipment inventory forms, LEUO User Form); monitors internal processes & makes suggestions for improvement.	Knowledge of (1) business administration; (2) public relations; (3) office practices & procedures; (4) agency policies & procedures*; (5) government structure & process*; Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Office); Ability to (7) define problems, collect data, establish facts, draw valid conclusions; (8) deal with many variables & determine specific action; (9) work alone on most tasks;
45	Designs, develops & implements electronic tracking system for monitoring & maintenance of the training program: monitors current training of staff (e.g., courses taken, courses pending & requested, funding available, billing & budget information, purchase order preparation, maintenance, tracking & in house training as needed); monitors phase two of design & development/implementation inclusion of billing processes & develops standardized method for registering new subscribers & cataloging documentation; serves as liaison to Business Office for external agencies to identify state-wide mechanisms for user radio repair procedures, & ensure proper purchasing methods are used & to serve as the liaison & central processing agent for all MARCS equipment (e.g., assignment of radios, cellular & landline maintenance & tracking requests; Telecommunications Service Requests; checks equipment in & out); maintains logs on location & distribution of equipment, spare parts, life expectancy & reorder date; maintains data such as date of purchase, date salvaged, employee assigned to.	Knowledge of 1, 2, 3, 4*, 5*, Skill in 6 Ability to 7, 8, 9. *developed after employment

Copied 9-8-08 CB

JOB CODE 63123	List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/27/08
-------------------	--	--	-----------------

POSITION DESCRIPTION	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Office of Information Technology
		UNIT OR OFFICE ISD/Unified Network/ MARCS

POSITION NUMBER 20006360	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Administrative Assistant 3	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006369 Administrative Assistant 4		
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.			Page 2 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
	10	Performs other job-related duties as assigned: assumes duties of office manager during absences; travels to remote communications sites to perform various logistical functions; provides support for training programs.	Knowledge of 1, 2, 3, 4*, 5*, Skill in 6 Ability to 7, 8, 9.	
		Must submit to & pass personal background check.	*developed after employment	
JOB CODE 63123	List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 8/27/08	

App 9-8-08 CB